
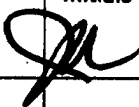






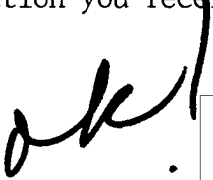



ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. 		10/11
2. 		
3. 		
4. 		
5. 		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	


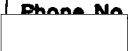
REMARKS

 and I met privately with Mr. Brogan on 5 October 1984 for the same discussion.  and I are updating General Service Administration's specifications to mail back. Please mail any additional information you receive concerning furniture to me.





DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
	3E40 Hqs.
New Building Project Office, OL	Phone No.
	



AEO/OL

EO/L

DD/L

D/L

ACTION:

DUE DATE:

INFO:

REMARKS:

- can you make
this along with other
members of your
committee (with
and let us know
what times?

STAT

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General Services Administration Office of Federal Supply and Services
Washington, DC 20406



NOV 8 1984

Dear Customer:

The General Services Administration (GSA) has developed a new modular furniture product line intended to improve space utilization, accommodate ADP equipment, and be easily reconfigured.

GSA invites you to attend a meeting on Monday, November 19, 1984, to discuss the new line. The meeting will begin at 9:30 a.m. in the Auditorium at the GSA Regional Office Building at 7th and D Streets, S. W., Washington, D. C. Representatives from the Furniture Commodity Center will be present to answer technical questions concerning the commercial item descriptions (CIDs) that will be used in the forthcoming solicitation and questions concerning the proposed procurement methodology. Copies of the CIDs may be obtained by writing, GSA, Office of Federal Supply and Services, (FNE), Washington, D. C. 20406.

We hope to see you on the 19th. If you have any questions, contact Mr. A. H. Brogan on (703) 557-8450.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael J. Dalich", written over a horizontal line.

MICHAEL J. DALICH
Director, Liaison and
Assistance Division